

**CERTIFICATION OF COMPLIANCE WITH STATEWIDE PROPERTY INVENTORY  
REPORTING REQUIREMENTS**

Executive Order S-10-04 requires:

"All state agencies, departments, boards, and commissions under the authority of the Governor shall review all real property assets which are currently under their jurisdiction, as well as real property leased by the state. As part of this review, all state entities shall provide complete reporting of their property inventory in compliance with guidelines to be issued by the Department of General Services (DGS). The DGS shall record these inventories in the Statewide Property Inventory."

Date: \_\_\_\_\_

Department Name: \_\_\_\_\_ Department Org Code \_\_\_\_\_

Agency Name: \_\_\_\_\_ Agency Org Code \_\_\_\_\_  
(if applicable)

On behalf of the above Department, I certify that:

All real property records, including lease and any surplus property have been submitted to DGS under separate cover on \_\_\_\_\_ (date).

All real property records, including lease and any surplus property are attached.

Please indicate number of attached pages \_\_\_\_\_.

No reportable real property records, including leases.

Other (explain) \_\_\_\_\_

Please provide DGS with applicable contact persons:

For Real Property:

For Leases:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

Please send this completed form to:  
Robin E. Baker  
Chief SPI Section, Real Estate Services Division  
707 3<sup>rd</sup> Street, Sixth Floor  
West Sacramento, CA 95605  
FAX (916) 376-1833